



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

March 18, 2008

To: Authorized Representatives of IDEA Consolidated E-Grant Applications

From: Marilyn Pearson, Interim IDEA Program Manager

Re: Commitment/Verification Form for the 2008-2009 IDEA Consolidated E-Grant Application for System and Consortium Prime Applicants and Their Participating Members.

Note: Special Education Cooperatives do not need to complete the enclosed form unless the Cooperative is applying for a non-member district's Part B/Preschool funds for the 2008-2009 school year. In such a case, the Special Education Cooperative and the non-member district must complete the form.

The Office of Public Instruction must have verification of the prime applicant for the 2008-2009 IDEA Consolidated E-Grant application, as well as verification from member districts that the prime applicant has the authority to apply for the member district's IDEA Part B and Preschool allocations. This information is necessary to ensure that the IDEA Consolidated E-Grants are set up properly. Upon return of the completed Commitment/Verification form, the preliminary Part B/Preschool allocations will be loaded into the IDEA Consolidated E-Grants application. The designation of the prime applicant may not be changed after the April 15, 2008, deadline for the 2008-2009 grant.

The OPI assumes the Board of Trustees delegated their authority to the district superintendent, who will act as the authorized representative of the school district. If the school district, because of its size, does not have a district superintendent, the principal will be presumed to be the authorized representative. If a district has neither a superintendent nor a principal, the county superintendent will assume the role of authorized representative.

As used in this memo, the following definitions apply:

Prime Applicant: The legal entity that files the IDEA Consolidated E-Grant application for FY '09 (2008-2009 school year) and will receive and manage the funds for the project.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

Consortium: A group of districts participating in an IDEA Consolidated E-Grants application, with one of the districts serving as the prime applicant (e.g., Evergreen, Big Fork Elem., Big Fork HS, Helena Flats; Glasgow Elem., Glasgow HS, Nashua Elem.).

System: An elementary district and a high school district operating under a combined board of trustees (e.g., Helena Elem., Helena HS)

Special Education Cooperative: A group of districts that operate under an Interlocal Agreement and have been formed consistent with the requirements under 20-7-451 (Flathead County Coop, Choteau Count Joint Services).

The following entities must complete the enclosed form and return it to the Office of Public Instruction by April 15, 2008:

- The prime applicant for a Consortium and each of its members
- The prime applicant for a System and its member district
- A Special Education Cooperative, only if it has a district which is not a participating member of the Cooperative in the 2008-2009 school year and the Cooperative is applying for the district's funds. In such a case, only the prime applicant and the non-participating district must sign the form.

Instructions:

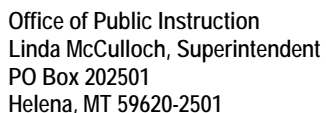
1. The Authorized Representative of the district/cooperative which will serve as the prime applicant for the FY '09 IDEA Consolidated E-Grants must sign the statement that the district/cooperative has agreed to serve as the prime applicant for the 2008-2009 school year.
2. The prime applicant district/cooperative must have the Authorized Representative of each of the districts participating in the application sign the statement that they have agreed to have the prime applicant apply for their IDEA Part B/Preschool funds for FY '09.
3. The Authorized Representative of the prime applicant district/cooperative must submit the completed, signed form to the OPI by the April 15, 2008, deadline.

Completed forms may be mailed or faxed to:

Marlene Wallis
Division of Special Education
Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
Fax #: 406-444-3924

Thank you for your cooperation. If you have questions regarding completion of the enclosed form or this memo, please call Marlene Wallis at 444-2504 or Marilyn Pearson at 444-4428.

Enclosure



**IDEA Consolidated E-Grant
2008-2009 Grant**

System/Consortium

Verification/Commitment Form

Deadline: April 15, 2008

Instructions: The Authorized Representative of the prime applicant district for the 2008-2009 IDEA Consolidated E-Grants application must sign the statement (#1) which identifies that the district has agreed to serve as the prime applicant for the application. The Authorized Representative of each district participating in the application for the 2008-2009 school year must sign the form (#2) agreeing that the prime applicant may apply for the district's allocation.

1. **Prime Applicant's Statement:**

The _____ District/Special Education Cooperative has agreed to
District Name and Legal Entity #
 serve as the prime applicant for the IDEA Consolidated E-Grants Application for the 2008-2009 school
 year (FY '09). I understand that the designation of the prime applicant, district/cooperative, cannot change
 for FY '09 following the submittal of this verification of intent.

Authorized Representative	Date
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2. Member Districts' Verification

As Authorized Representative of my district, I verify that the prime applicant, district/cooperative as designated above is authorized to receive and expend, for the conduct of the project, IDEA Part B/Preschool funds belonging to my district in the amount not to exceed the district's IDEA Part B/Preschool allocation.

[illegible]

The completed form may be faxed or mailed to Marlene Wallis at:

Marlene Wallis
Division of Special Education
Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
Fax: 406-444-3924